



KEITH S. BRIN

*Clerk of the Circuit Court
Lake County*

*New Initiatives Internship
Application 2015*



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Internship Program Overview

Thank you for your interest in the internship opportunities available in the Office of the Clerk of the Circuit Court Keith S. Brin. Interns are highly valued and appreciated in our office. This opportunity provides hands on experience. It is our goal to provide each intern with an opportunity to explore and expand his or her own unique skills and interests while participating in many fun and exciting projects.

The objective of this program is to provide highly motivated undergraduate or graduate students the opportunity to experience an opportunity in public service and government while educating them about the services our office provides to the community.

Applicant Eligibility

- Must be currently enrolled in a college or university
- Strong reading, writing, and communication skills
- Ability to maintain professional attitude in a fast paced environment

Application Process

Please complete the entire application and submit all required materials together:

- Internship Application Form
- Current Resume
- Writing Sample
- Cover Letter describing why you would like to intern for the Lake County Circuit Clerk's Office
- Name, title, and contact information of two academic or professional references (reference must be a supervisor, professor, or mentor) including a letter of recommendation

Selection Process

All complete and submitted applications will be reviewed. Finalists will be selected for a mandatory personal interview. Applicants will be chosen based on their application and interview performance.

Funding

This internship is paid at an hourly rate of \$10 per hour.

Time Commitment

Monday through Friday 8:30 AM -5:00 PM.

There is a minimum time commitment of 30 hours per week.

Location

We are located at the Lake County Court House, 18 N. County Street, Waukegan, IL 60085.



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APPLICATION

Please answer in the space provided or attach responses to this application.

Name _____ Date of Birth ____/____/____

Perm. Home Address _____ City _____ State ____

Cell Phone _____ Email Address _____

Year in School _____ Academic Institution _____ Current GPA _____

Major(s) _____ Minor(s) _____

How did you learn about the internship: _____

Organizations Involved in/on Campus:

As an Intern, you will be involved in planning and implementing initiatives that establish and build upon the Circuit Clerk's Office's relationship with local community members, organizations, and various constituencies. Describe a time you helped develop, build, or sponsor an initiative. What was that experience like? Reflecting on that experience, what did you think you did well and what do you think you could have done better and why?

This internship is team oriented. How do well do you work in a group setting? Do you think you are more productive working on a project alone or in a group? Explain why.



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Describe your long term and short term goals. How do these goals dovetail with this internship opportunity and how do your goals relate to the kind of experience you are hoping to gain from working with our office?

In what way do you think community outreach can improve a government office's (or any type of local organization for that matter) relationship with the larger community?

Describe your strengths and weaknesses. How have you learned to take advantage of your strengths and overcome your weaknesses?



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Name a specific example where you thought community outreach work made a difference in establishing, building upon an organization's relationship with its community? Why do you think the organization's approach was so successful and do you think their strategy can be a model for other organizations to emulate?

We provide our interns with a hands-on opportunity in a government office. Please explain how this internship will help you reach your future career goals, and why you think you are a good fit.

If selected for this internship, what ideas or projects would you bring to the table?

Certification

My statements on this form and all the application form materials are true to the best of my knowledge and belief. I understand that knowingly making false statements will lead to the rejection of my application or removal from the internship program.

Signature _____ Date _____